Procurement & Property Division
Policy Memorandum

Subject: **Reconciling Area Suspense Reports**			Number: **221.1-4**
Distribution: ARS: AAO's APMO's	Date: March 9, 2000	This Replaces: N/A	

Background

The Property Management Information System (PMIS/PROP) interfaces with various USDA payment systems at the National Finance Center (NFC) to access accounting and procurement transaction data from feeder records. The payment systems include purchase orders, purchase cards, imprest funds, or FEDSTRIP orders. Based on the budget object classification (BOC) code, the feeder system automatically captures and sends data to the PMIS/PROP Suspense Listing. The Suspense Listing is a report that identifies property items that the Agency has received and NFC has issued payment for, but the Agency has not yet updated the record in PROP/PMIS. Until these items are updated in PROP, they are considered unaccounted assets.

To limit the number of unaccounted assets, Department regulations require agencies to record all accountable property purchases at the time they receive and accept the item. Prompt and accurate updating will ensure agencies maintain a low volume of items in suspense.

Policy Guidance

To help maintain a low suspense rate, Area Property Management Officers (APMO's) are responsible for reconciling the Area Suspense Report to ensure that all accountable property items are updated within 60 days of receipt. Reconciliation includes updating PMIS/PROP and removing non-accountable property erroneously included on the report.

To ensure consistency in the reconciliation process, we are redistributing the instructions for running the Area report and including guidance for completing the reconciliation process.

Action Required
by APMO's

Monthly, APMO's will generate a copy of the Area Suspense Report by following the instructions in Enclosure 1. The report sorts by each location. The APMO will distribute to each location for reconciliation. To reconcile the Suspense Report, follow the instructions below:

1.   Update accountable property items by entering the appropriate document type and number in PMIS/PROP using Screen AC01, New Acquisition. Updating the property record in PMIS/PROP automatically removes the item from Suspense.

2.   If the item is under the $5,000 accountability threshold, review the document to ensure that the fundholder did not purchase sensitive property. If the item is sensitive, update the record using PMIS/PROP Screen AC01.

3.   If the feeder item was erroneously purchased with or keyed in with an incorrect BOC, use PMIS/PROP Screen DL10, Delete Item from Feeder Master. Change the BOC to a non-property object class (3140) and press F10 to delete the record. This action will generate accounting entries that affect both the General Ledger and the Budget Cost System.

4.   To delete a feeder record for a property item already updated in PMIS/PROP (through an inventory reconciliation or other system transaction), use PMIS/PROP Screen DL10, Delete Item from Feeder Master. Do not change any information, only press F10 to delete the record. This action will generate an accounting entry only to the General Ledger.

5.   To correct a feeder record that contains an incorrect quantity, use PMIS/PROP Screen AC14, Modify Feeder Quantity. The "quantity received" field is the only field that you can modify. The system protects all other fields, and they cannot be altered. Change the quantity to reflect the correct quantity received and press F10 to update the record.   The system will automatically prorate the total cost associated with the item. When the entries for "quantity received" and "quantity updated" match, the system automatically removes the item from Suspense.

6.   You cannot delete a feeder item if a property record exists in PMIS/PROP (for feeder items where the "quantity updated" field is greater than 1.)   If the property record is erroneously updated, complete the update process using PMIS/PROP Screen AC01 until all items are updated. When updating the erroneous records, include the following in the "Note" field of each record: "Error, Removed from Suspense." Then remove all erroneous records using PMIS/PROP Screen DL09, Remove Property Item.

For more detailed instructions on using the PMIS/PROP screens, follow the instructions in the NFC Personal Property System (PROP) Procedures Manual.

| PPD Point of Contact | If you have any questions, please call Cheryl Brumback on 202-720-2359. |

Approved: /s/

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Enclosure

Generating the Area Suspense Report
through BATCHFOC

To generate this report you must have access to FOCUS/BATCHFOC through your NFC-ID. Check with your Information Technology staff to ensure that you have the proper access. The instructions begin from the NFC Banner. Log on to NFC according to your internal procedures.

1. At the NFC Banner:
    a. Type your User ID and Password
    b. Tab to "Application Name" and type: BATCHFOC

2. At the "Welcome to the NFC FOCUS Reporting System":
    a. At "FOCUS Library Name" type: ARS
    b. Tab to move the cursor next to "BATCHFOC"

3. At "BATCH Job Specifications"
    a. Tab to "FOCEXEC Name" and enter the report name: **(The name of the report is the Area acronym followed by SUSP, i.e. BARCSUSP, HQSUSP, MSASUSP, MWASUSP, NAASUSP, NPASUSP, PWASUSP, SAASUSP, SPASUSP**)

4. At "BATCH Job Printing Specifications"
    a. Tab to "Destination Printer ID" and enter your NFC printer number.
    b. Tab to "View Report Before Printer" and type: NO

5. At "Property Data Base Feeder Selection Screen"
    a. At "Organization Identifier" type: USDA
    b. At "Agency" type: 03

6. At the next screen you will receive a message stating "JOB Submitted". At the bottom of the screen there will be 3 asterisks *** - Depress "Enter"

7. At "Do You Want To Submit Another FOCEXEC" type: NO

8. The system will return to the "Welcome to NFC" screen. Depress "F6" to exit.

9. At "FOCUS Session Ended - Ready" type: BYE.

10. This will Log you out of BATCHFOC/FOCUS. Follow your usual procedures to complete the NFC logoff process.

11. Your report will run after processing at NFC. This may take a few minutes. Follow any internal procedures to print NFC reports.